

Module 11– New Case: Review and Approve Filing

In Module 10 we completed adding the required documents to the filing. This module will continue to the last step in the process. From the 'Add a Document' Screen, click the 'Next' button to continue to the 'Review and Approve Filing' Screen.

[Draft Filings](#) ⇒ Add a Document

Case Type : JP LANDLORD TENANT

Document Category

Document Type *

Additional Text

☐ Sealed

Page Count

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

| Document Name | View Document | Edit Data | Size | Pg Count | Remove |
|--------------------------------------|---|-----------|-------------|----------|--------|
| Form | form.xml | | 0.01 MB | | |
| LANDLORD TENANT COMPLAINT | This is a Complaint.pdf | | 0.09 MB | 1 | |
| - ATTACHMENT FORM 50 | Form 50.pdf | | 0.09 MB | 1 | |
| - ATTACHMENT 5 DAY LETTER | This is a 5 day letter.pdf | | 0.09 MB | 2 | |
| - ATTACHMENT CONFIRMATION OF MAILING | This is a confirmation of mailing.pdf | | 0.09 MB | 2 | |
| | | | Total Size: | 0.41 MB | |

Module 11– New Case: Review and Approve Filing

This brings you to the 'Review and Approve Filing' Screen. The first section of the Review screen concerns paying for the filing. If the filer is an authorized user of one or more pre-established Court Debit Accounts, e-Flex displays one of those accounts here. If the displayed Court Debit Account is not the correct one for this filing or you are using a credit card, click on the 'Change Payment' button.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: MIKE REED

Draft Filings > Add a Document > Review and Approve Filing

Review and Approve Filing

Case Type : JP LANDLORD TENANT

Payment Method: [Change Payment Method](#)

☒ Deposited Funds
Debit Account: GREEN MOUNTAIN HOA - 5101
[Update estimated charge](#)

☐ State Agency : State Agency Exempt From Court Filing Fees.

☐ Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.

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This brings you to the 'Select a Payment Method' Screen. The first section allows you to select the correct Court Debit Account if you have more than one available.

If you have a Court Debit Account but it does not show here, you can add it to your e-Flex profile so that it will be listed. (See Module 27- 'Add Court Debit Account to Your Profile'). Alternately you can add additional Court Debit Accounts in the 'Or enter a new debit account' section on this screen. The accounts have to be set up and pre-funded ahead of time.

The final section is where you would enter your credit card information. The Courts do not retain this information so you will have to enter it every time you file.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: MIKE REED

Draft Filings > Add a Document > Review and Approve Filing > Payment Method

Select a Payment Method

Pay using your organizations deposited funds

| Debit No. | Description |
|---------------------------------------|-----------------------------|
| <input checked="" type="radio"/> 5101 | GREEN MOUNTAIN HOA |
| <input type="radio"/> 510407407 | SIMONS REALTY MGMT INC |
| <input type="radio"/> 54321 | CAPITOL CREDIT SERVICES INC |
| <input type="radio"/> 12444 | KIMS TEST |

Or enter a new debit account

☒ Store this debit number in my profile for future use

☐ Debit Number: Description:

Note: A debit account is an account you establish with the court. It is not a credit/debit card account.

Enter a new card

| Payment Method | Credit Card No. | Expiration Date | Cardholder's Name | CVV2 Number | Billing Address | City |
|----------------------------------|----------------------|-----------------|-------------------|----------------------|-----------------|------------|
| <input type="radio"/> MasterCard | <input type="text"/> | 01/2018 | MIKE REED | <input type="text"/> | 34 SMITH RD | GEORGETOWN |

When you are finished with this screen, click the 'Set Payment Method' button to save your changes and return to the 'Review' screen.

Enter a new card

| Payment Method | Credit Card No. | Expiration Date | Cardholder's Name | CVV2 Number | Billing Address | City |
|----------------------------------|------------------|-----------------|-------------------|-------------|-----------------|------------|
| <input type="radio"/> MasterCard | 5466123498982345 | 01/2019 | MIKE REED | 125 | 34 SMITH RD | GEORGETOWN |

Back **Set Payment Method**

Module 11– New Case: Review and Approve Filing

On the 'Review and Approve Filing' Screen, you can review the filing information one more time and when you are ready to submit the filing, click the 'Submit the Filing' button.

State of Delaware Judiciary eFiling system

Home eFile Cases My Profile Log Out user: HARV SMITHFIELD

Draft Filings ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Type : JP DEBT ACTION

Payment Method: [Change Payment Method](#)

☒ Deposited Funds
Debit Account: SMITHFIELD & ASSOC - 2276
[Update estimated charge](#)

☐ State Agency : State Agency Exempt From Court Filing Fees.

☐ Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.

Generated XML Data: [Change Filing Info](#)

[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

| Document Name | View Document |
|--------------------------|---------------|
| CLAIM AMOUNT OVER \$5000 | FORM 1.pdf |
| - ATTACHMENT | EXHIBITS.pdf |

Action request: ☐ Expedite ☐ In Camera

Note: Selecting Expedite assumes the appropriate emergency application is included. Failure to include documentation to justify an expedited request could result in your filing being rejected. Press the Add/Remove Document button to include them.

Special Filing Instructions for the Clerk:

THIS IS MY FIRST E-FILING. PLEASE LET ME KNOW IF THERE'S ANY CORRECTIONS NEEDED.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

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